USDA

Rural Development

United States Department of Agriculture
Rural Development

Business and Cooperative Programs ● Housing and Community Facility Programs ● Utility Programs
Washington, DC 20250

MEMORANDUM

September 2, 2009

SUBJECT: Recipient Reporting under Section 1512 of the American Recovery
and Reinvestment Act (ARRA)

TO: All Rural Development Staff

ATTN: Program Directors

FROM: Cheryl L. Cook *Cheryl L. Cook*
Deputy Under Secretary

Questions have arisen lately regarding the recipient reporting requirements of the ARRA
funding. The Office of Management and Budget (OMB) issued memorandum M-09-21
dated June 22, 2009 (available at www.Recovery.gov), which provided guidance on
recipient reporting. Additional clarification is being provided to Rural Development
(RD) staff in preparation for the first recipient reports due (first reporting begins October
1, 2009) and to assist ARRA fund recipients. Please find attached the following:

Attachment 1 - **Registration Quick Reference Card** – This quick reference is provided
for RD staff and ARRA fund recipient use to assist in registration at
www.FederalReporting.gov . Registration opened on August 17, 2009 and is ongoing.
Registration should be completed as soon as possible.

Attachment 2 – **Registration Guide** – This is a very detailed guide to supplement the
quick reference card. RD staff should familiarize themselves with the guide to prepare
for providing assistance to Recipients.

Attachment 3 – **Recipient Point of Contact / DUNS Administrator User Guide** – This
detailed guide provides information for the point of contact (POC) of the recipient. With
this information, the POC may allow access to their Federal Reporting PIN (FRPIN) for
the purpose of Subrecipient reporting and/or third party access for submitting reports.

Attachment 4 – **RD Q & A on Recipient Reporting** – This is intended to answer some
of your questions regarding recipient reporting issues.

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Attachment 5 – **Recipient Reporting Template in .xls format** – This Excel Spreadsheet is one of three reporting methods. It is a useful tool that enables RD staff to provide the needed data to recipients in hopes of increasing data accuracy and timeliness of reports. Guidance on the data to be entered in each field is provided as the cursor is placed in the data field.

Agencies have been reporting obligation of funds to the www.Recovery.gov website. The recipients of the ARRA funds will now complete the transparency commitment by filing reports at www.FederalReporting.gov . Additional information can be obtained by contacting the respective program area recipient reporting contacts as listed below:

Community Facilities	Chad Parker	202-720-1502
RBEG	Jody Raskind	202-720-1394
Broadband	Joe Sorresso	202-205-3981
Water and Waste	Jim Maras	202-720-2567

Attachments 1, 2, 3, and 5 are available at the following link:
http://www.recovery.gov/?q=content/recipient-reporting

Attachment 4 is enclosed

ARRA Recipient Reporting Questions and Answers

1) Online data entry in a Web browser: The website provides a straightforward data entry form, available via the user's Web browser, for report data entry.

> **Technical requirements:** A commercial Web browser such as Microsoft's Internet Explorer, or Firefox is required for this option.

2) Excel spreadsheet: The website will make a Microsoft Excel spreadsheet available for report submission. The user can download this spreadsheet, open the spreadsheet in Microsoft's Excel spreadsheet program and fill it in. The spreadsheet can then be uploaded. The spreadsheet is "locked" to restrict modification of the spreadsheet and allow data entry only in the required fields. **Note: Recipients must not modify the structure of the spreadsheet or risk non-compliance due to an invalid submission.**

> **Technical requirements:** Microsoft Office's Excel (Version 2003 or newer) is required to open and edit the spreadsheet file. A Web browser such as Microsoft's Internet Explorer, or Firefox is required to access the website.

3) Custom software system extract in XML: Organizations with sufficient technical experience may choose to submit a properly formatted Extensible Markup Language (XML) file for their report submission. A service for validating the structure of XML extracts will be available on www.FederalReporting.gov prior to the submission period to ensure extracts are properly formatted. Recipients are strongly encouraged to test their report structures prior to the reporting period.

> **Technical requirements:** A Web browser such as Microsoft's Internet Explorer, or Firefox is required to access the website. Organizations must match a specific XML schema format. The schema for the data submission will be provided on the www.FederalReporting.gov website.

Q: How will we report jobs created or saved?

A: An estimate of the number of jobs created and jobs retained in the United States and outlying areas will be reported. At a minimum, this estimate shall include any new positions created and any existing filled positions that were retained to support or carry out Recovery Act projects, activities, or federally awarded contracts managed directly by the recipient. For grants and loans, the number shall include the number of jobs created and retained by sub recipients and vendors. The number shall be expressed as "full-time equivalent" (FTE), calculated cumulatively as all hours worked divided by the total number of hours in a full-time schedule, as defined by the recipient.

For instance, two full-time employees and one part-time employee working half days would be reported as 2.5 FTE in each calendar quarter. A job cannot de reported as both created and retained. At a minimum, provide a brief description of the types of jobs created and jobs retained. The description may reply on job titles, broader labor categories, or the recipients existing practice for describing jobs as long as the terms used are widely understood and describe the general nature of the work.

ARRA Recipient Reporting Questions and Answers

- o The Central Contractor Registration (CCR) is the primary contractor database for the US Federal Government. CCR collects, validates, stores and disseminates data in support of agency acquisition missions. (Since October 1, 2003, it is Federally mandated that any organization wishing to do business with the Federal government under a Federal Acquisition Regulation (FAR)-based contract must be registered in CCR before being awarded a contract.) Because CCR is a Federally mandated and funded program, there is no cost to registrants for registering in CCR. Further detailed information on CCR is available at this URL: http://www.ccr.gov/FAQ.aspx.

- o D-U-N-S Number assignment is free for all businesses required to register with the U.S. Federal government for contracts or grants. The D-U-N-S number is used by the www.FederalReporting.gov solution to indentify business organizations. Further detailed information on D&B is available at this URL: http://fedgov.dnb.com/webform.

Q: How will the reporting process work?

A: The reporting process is broken into three time periods as follows:

During days 1–10, following the end of the quarter, prime recipients must begin submission of their report/s. Reports may be incomplete during this time and saved for later access and updating.

During days 11-21, following the end of the quarter, prime recipients ensure that complete and accurate reporting information is provided prior to the Federal agency comment period beginning on the 22nd day. Prime recipients will ensure data is accurate. Prime recipients are responsible for verifying submitted information for all Recovery funds for which they are responsible,

During days 22-29 following the end of the quarter, Federal agencies review and, if determined, comment on the submitted reporting information. Submitted reports will not be editable by prime recipients or delegated sub-recipients during this time period. The Federal agencies will perform a data quality review.

Q: How will be reports be entered?

A: Reports can be entered only as an electronic submission across the public Internet. Reporting entities that do not have access to the Internet will need to provide for a qualified party to complete report entry through the Internet. There are three basic methods to submit reports. The reporting organization can choose the most convenient method for reporting among the following:

ARRA Recipient Reporting Questions and Answers

Q: Who is responsible for reporting on Loans and Grants received?

A: ARRA awards to individuals (i.e. SFH) and for loan guarantees (i.e. B&I) are not subject to ARRA recipient reporting. Reports are required for all other ARRA awards made (i.e. one report for a loan and one report for a grant if both are awarded for one project). The prime recipient is responsible for reporting data on payments made to both sub-recipients and vendors. Most RD ARRA funding will not create a sub-recipient situation. It is likely a vendor relationship, under recipient reporting, will prevail. The prime recipient must report three additional data elements associated with any vendors receiving funds from the prime recipient for any payments greater than $25,000. Specifically, the prime recipient must report the identity of the vendor by reporting the D-U-N-S number, the amount of the payment, and a description of what was obtained in exchange for the payment. If the vendor does not have a D-U-N-S number, then the name and zip code of the vendor's headquarters will be used for identification. Vendors, as defined in this guidance, are not required to obtain a D-U-N-S number.

Prime recipients will aggregate reporting on 1) sub-awards less than $25,000; 2) sub-awards to individuals; and 3) payments to vendors less than $25,000. Prime recipients should provide a separate aggregate dollar total for each of the three categories.

Q: When are reports due?

A: Prime recipients must enter their report no later than the 10th day after each quarter beginning on October 10, 2009. All data contained in each quarterly recipient report will be cumulative in order to encompass the total amount of funds expended to date. This means that reports due on October 10, 2009, will include funding from February 17, 2009 (the date the Act was enacted by Congress) through September 30, 2009. Each subsequent quarterly report will also be cumulative. In other words, the report due January 10, 2010, will include the data reported through September 2009 and be updated to include data that accumulated through December 2009

Prime recipients and delegated sub-recipients will begin reporting the quarter in which an award is made to it. If awarded funds have not been received and/or expended by the prime recipients or delegated sub-recipients within the quarter the award is made or subsequent quarters, a "$0" should be reported for the respective data elements

Q: How do I register?

A: The registration function is now available at www.FederalReporting.gov .**Prompt registration is encouraged.** Prime recipients are encouraged to register in the Central Contractor Registration (CCR) database prior to registration (CCR number is required to register and file a report). A D-U-N-S number is required to register and to report (all RD applicants must submit a DUNS on the SF – 424), Prime recipients whom do not already meet these requirements should take immediate steps to prepare for registration.